

## **E. Agency Fleet Compliance**

### ***Fleet Management Statute Compliance***

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Section 37.450 RSMo authorizes the Commissioner of Administration to issue policies governing the acquisition, assignment, use, replacement and maintenance of state-owned vehicles. The State Vehicle Policy (SP-4) promulgates these policies. State Fleet Management monitors agency compliance with the Fleet Management Statute and the State Vehicle Policy. The statute and policy can be found on the web at <http://www.oa.mo.gov/gs/fm/index.htm>. A report of agency compliance follows.

#### ***Reporting of State Vehicle Data***

As required under Section 37.450 RSMo (3)<sup>1</sup> the State Fleet Information system was implemented on July 1, 2003. Agencies are required to submit vehicle data in a format and frequency requested by the State Fleet Manager. A majority of agencies met this deadline, but the following agencies have not yet provided the requested FY'03, FY'04 or FY'05 data.

- Department of Transportation
- Department of Conservation
- Missouri State Highway Patrol

The Department of Conservation and the Missouri State Highway Patrol have implemented new fleet information systems and are in the process of working on an interface into the State Fleet Information System.

The Missouri Department of Transportation has its own internally developed fleet tracking system. MoDOT has yet to begin writing interface programs to provide their data to State Fleet Management. MoDOT has indicated that they are going out for bid for a new fleet system so work on a data interface has been put on hold.

Without detailed vehicle data, State Fleet Management is unable to confirm agency compliance with minimum utilization standards outlined in the State Vehicle Policy (SP-4) for the Departments of Transportation, Conservation and the Missouri State Highway Patrol.

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<sup>1</sup> Section 37.450 RSMo. (3) The fleet manager shall institute and supervise a state fleet vehicle tracking system in which the cost of owning and operating each state vehicle is documented by the agency owning the vehicle. All state agencies shall report the purchase and the sale of any vehicle to the fleet manager and provide any additional information requested by the fleet manager in the format, manner and frequency determined by the office of administration....

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#### ***State Vehicle Fleet Fee***

The fleet management statute<sup>2</sup> requires each state agency to pay a state vehicle fleet fee, as determined by the Office of Administration, for each vehicle it owns. Fee assessments are issued in July, based on the number of active vehicles shown in the State Fleet Information System as of June 30th each year.

The purpose of the fee is to fund the Fleet Information System and other administrative expenses incurred in management of the state fleet. Since the Office of Administration developed the State Fleet Information System in-house, agencies are not billed for system development or ongoing system support costs as part of the fee. Only administrative costs including the State Fleet Manager's salary, associated fringe benefit expenses and some minor expense and equipment were billed to agencies for FY'06. The FY'06 rate for the state fleet fee was \$12.00 per licensed active vehicle.

Vehicle counts as of June 30, 2005 were used to calculate each agency's total fee. Since the Departments of Transportation, Conservation and the Missouri State Highway Patrol have fleets in excess of 1,000 vehicles, their fleet fee invoice was reduced to \$6.00 per vehicle as allowed by statute.

Agencies that have never paid their state fleet fee are:

- Department of Transportation
- Department of Conservation

The Department of Transportation expressed its refusal to pay the state fleet fee because they believe a full credit of the fee should apply, and they refuse to authorize agency funds to pay for services which they believe are redundant to those provided by their own agency.

The Department of Conservation has not paid the fleet fee and questioned the benefit the department would receive from State Fleet Management.

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<sup>2</sup> Section 37.450 RSMo. (7) Each agency shall pay a state vehicle fleet fee, as determined by the office of administration for each vehicle it owns for the purpose of funding the state fleet vehicle tracking system and for other administrative expenses incurred in management of the state vehicle fleet. Any agency that owns at least one thousand vehicles shall receive a credit against the state vehicle fleet fee for the internal fleet management services performed by such agency, provided such agency furnishes all information required by the fleet manager.

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With the inception of the State Fleet Information System, State Fleet Management is better equipped to analyze agency fleet data and determine agency compliance with policy standards. Also, agency compliance is verified prior to any new or used vehicle purchases as part of the vehicle pre-approval process previously implemented at the beginning of FY'04.

#### ***State Colleges and Universities***

In July 2003, discussions with the Department of Higher Education led to the determination that state colleges and universities were responsible for following the State Vehicle Policy, but they would be exempt from the vehicle pre-approval process. Although State Fleet Management distributed the State Vehicle Policy to state colleges and universities, the ability to monitor compliance is limited due to lack of resources as well as a lack of data since none of the colleges and universities have agreed to utilize the State Fleet Information System. Additionally, State Fleet Management has requested detailed vehicle data from all of the state colleges and universities, but the format is not conducive for making a thorough analysis of the efficiency of their fleets.

#### ***Agency Non-Compliance Issues***

The following are areas in which agencies are currently not compliant with the State Vehicle Policy:

1. The policy requires an average annual minimum utilization of 15,000 miles for pool vehicles. Listed below are the agencies with averages below the minimum requirement:
  - Department of Transportation
  - Department of Insurance
  - Higher Education
2. The Department of Transportation communicated their intent not to adhere to the following statewide fleet management policies:
  - Track individual trip information
  - Obtain preapproval of passenger vehicles
  - Obtain approval to expand the size of their fleet
  - Obtain approval for reportable commuting assignments

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3. The Department of Conservation communicated their intent not to adhere to the following statewide fleet management policies:

- Track individual trip information
- Obtain preapproval of passenger vehicles
- Obtain approval of all reportable commuting assignments